



## STRATEGIC NATIONAL STOCKPILE

**Directive: 13 – 109**

Date of Issue: July 2013    Amends/Cancel: N/A

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### **I. PURPOSE**

The purpose of this Directive is to establish guidelines and procedures regarding the Department of General Services Maryland Capitol Police (DGS-MCP) participating in a Strategic National Stockpile (SNS) activation.

### **II. POLICY**

All sworn members of DGS-MCP will have full knowledge of the procedures set forth in this Directive and will act accordingly when fulfilling our mission at the RSS site

### **III. BACKGROUND**

The Department of General Services Maryland Capitol Police (DGS-MCP) has been asked to participate in a Task Force for the State of Maryland's Strategic National Stockpile (SNS) plan. This plan is in place should Maryland reach out to the Federal Government during a large-scale public health emergency. DGS-MCP along with other members of this task force will be assigned to assist with the Receiving, Staging and Storing (RSS) of any asset received and delivering them to Local Health Departments (LHD) for distribution to the public. (PODS/ Points of Distribution)

### **IV. PROCEDURES**

- A. The State of Maryland has one primary RSS site. Back up sites have been identified and will be used on an as needs basis. These sites are to remain confidential and will only be made available to DGS-MCP upon activation of the SNS plan.
- B. Upon activation of the SNS plan the Maryland Joint Operations Center (MJOC) will notify DGS-MCP through the Rapid Reach system. The first number listed on the call down roster will be the Baltimore Detachments Police Communications Center. The next group to be notified will be the pre-designated members of DGS-MCP followed by members of the DGS Emergency Management team.
- C. The message from MJOC will be prerecorded and require a response from the Police Communications Operator. The instructions are self explanatory.

- D. Police Communications Operators will then notify those on the pre-determined call down roster in the order they are listed. Notification requires a response from the recipient either verbal or written. Leaving a message does not constitute notification. PCO's are to try all numbers listed and continue trying until a positive response has been received.
- E. Once notified Detachment Commanders will co-ordinate efforts to provide the requested number of officers to the RSS site.
- F. The DGS-MCP delegation to the RSS plan will have the location and directions to the RSS center. This information will be forwarded as quickly as possible to the team leader to ensure our prompt response. All members of the RSS task force have an expectation of arriving no later than two hours after activation. This is subject to change based of location of the site the response time may be more or less.
- G. Upon arrival to the RSS site DGS-MCP members are to seek out the preliminary staging area for further instruction.
- H. For the first seventy two hours (72) of an RSS event shifts will be twelve hours (12) in duration. At this point they will be broken down into more traditional eight hour shifts (8).
- I. DGS-MCP will provide six (6) officers per shift for the first seventy two hours (72) and four (4) per shift if and when the detail goes to three shifts.
- J. Duties and Responsibilities
  - 1. DGS-MCP's primary responsibility will be credential verification at the RSS site. DGS-MCP will work in conjunction with the Maryland National Guard (MDNG) who has been delegated lead agency for the site security group. Site Security is a sub division of the overall Security Branch (See Appendix B) and will be responsible for Access Control, Perimeter Protection, and Interior Security. DGS-MCP may be asked to assist with any or all of the aforementioned details.
  - 2. The control of access to the RSS Site will be critical to providing a safe and secure environment for all entering the property during a SNS event. Staff will strictly adhere to all established policies and procedures requiring all people entering to identify themselves properly before being allowed to enter the areas.
  - 3. Any person wishing to enter an RSS Site will identify themselves prior to being admitted. Staff will only accept identification that has an identifiable photograph of the person. Anyone that cannot present valid photo identification will not be permitted to enter the site.
  - 4. Credentials required for RSS access will be a current Maryland State Identification Card issued by the Department of General Services. This card is issued to all State Employees. In lieu of a State Identification card access will be granted to those who are in possession of a US military ID, US Law enforcement ID, or a Center for Disease Control ID. An additional photo ID will be required for redundancy in the verification process.

5. Access will be restricted to members of the CDC Technical Advisory Response Unit (TARU,) US Marshals and those identified on the RSS full staff rosters. Staff Rosters will be provided to DHMH EOC at the time of the SNS activation and will be used as a means of cross referencing at the access control point. Additions or Subtractions must be approved by the RSS Incident Command and communicated to those staffing the access control point via their chain of command.
6. Staff assigned to the access Control Point will notify a supervisor immediately if a credentialing problem should arise.